CARES Plus Post-CLASS Observation Video Recording Checklist

Two-hour video recording to be completed by April 30, 2012

Postmarked no later than May 1, 2012

Two Weeks Before You Record the Two-hour Video:

□ Plan the best day and time during the period of April 9 – April 30, 2012, to video record two-hours of **continuous** classroom instruction. This may include arrival of children, meals and transitions

□ Inform the Center Director of your participation in Post-CLASS Observation Recording

□ Post the Parent Notification Video Recording Notification form in your classroom

Day of Video Recording:

□ Check Camera, SD card & Battery: Do a test recording and review it

□ Write your initials on the SD card using a permanent pen

□ State your **CARES Plus ID#** at the beginning of your video recording

□ Check Video Angles; make sure your face and those of as many children as possible are visible *(ask co-teacher or parent for help if necessary)*

□ Make sure Pre-K students are present and visible in the recording

□ Continue to tape during Transition Times *(do not tape outdoor free play)*

Note: Enclosed is an additional SD Card for your use in the event the first card is corrupt.

After Completing the Two-Hour Video Recording:

□ Before removing the SD card from the camera review the video to verify:

- You stated your ID number at the beginning of the tape
- The SD card can be read (and is not corrupt)

Camera and/or SD Card Return (*Must be postmarked by May 1, 2012*):

Pre/Post CLASS Observation Participants: Mail camera and SD cards together

□ Camera equipment: Use "medium flat rate box", attach enclosed return address and postage labels, and mail to Child Development Training Consortium

□ SD Card: Use provided stamped envelope, be sure ID # is written on return address label and mail to Child Development Training Consortium

NOTE: MTP Participants*: Mail SD cards only, you will return the camera at the end of the MTP program year. Your coach will provide further instructions.*